



Office of the Commissioner: Border Management Authority  
1035 Francis Baard Street, Tshedimosetso House  
012 432 6629

## **TERMS OF REFERENCE**

### **The successful service providers will provide the following services:**

Consolidate data, edit, design, and print the BMA 2023/24 annual report for a period of three (3) months.

### **Key deliverables for the project are outlined as follows:**

The successful bidder is expected to have the necessary expertise and capacity to produce an Annual Report and undertake the following activities:

- Compile five supplied parts (A to E) of the annual report into one appropriately formatted and numbered document.
- Proofread, edit, grammar and spell check, consultatively edit, and ensure the technical consistency of the annual report to be of the publishable quality.
- Design and layout the Annual Report to increase its professionalism and appeal.
- Timeously print the 2023/24 Annual Report and supply electronic version copies.

## **KEY DELIVERABLES AND TIME FRAMES**

The following deliverables and milestones are not negotiable. This assumes that the service provider would have been appointed by 01 May 2024.

The bidder will be expected to produce the 2023/24 Annual Report in line with the following specifications:

- Approximately a two hundred (200) page report using back-to-back printing in portrait orientation, as well as landscape orientation where appropriate.

- Inside pages to include contact information (inside front cover), appropriate and judicious use of BMA's logo.
- Provide the BMA with two (2) dummy full-colour copies for Minister and the Commissioner's sign off before producing the full production run.
- Twenty-Five (25) copies (300 GSM Glossy Laminated Paper Front Images, Spot UV200, or more environmentally friendly options upon approval) as well as 5 copies in equivalent USB format (dual print and cover design).
  - Colour: Full Colour Throughout
  - Paper Cover: 350gsm Matt Art
  - Finishing: Inner pages' machines throughout, cover matte with spot gloss
  - Cover: Matt with elements of UV Varnish combined with spot varnish
  - Perfect Bound
  - Type setting: Annual Report Guide for Schedule 3A and 3C Public Entities
  - Bidder must make provision for photo stock for sector imagery- Maximum 10 stock photo.

## **CONCEPTUALISATION**

The successful bidder is required to:

- Design the thematic 'look and feel' that best represents the BMA for its financial and strategic performance – aligned to the BMA corporate identity manual.
- The bidder is required to provide a concept theme centred with a rationale for futuristic border management related context and border management related images.
- The Annual Report theme needs to reflect a strong futuristic border management approach including imagery on the border management environment.
- The design concept fee should be inclusive of the final quoted project costing.

## **DESIGN AND LAYOUT**

Design and layout must be:

- High Resolution scanning, photographic manipulation, etching and cropping where required
- Creation and creative manipulation of graphs and tables, where applicable applying 3-D effects for a futuristic reporting aspect.

## **CONTENT MANAGEMENT**

- Complete writing of the entire Annual Report, inclusive of conducting interviews with the BMA's Commissioner, Deputy Commissioners, Executive Management and Unit Heads to finalise their content for the Annual report. Strong technical writing skills for annual report is required.
- Before the final Draft Annual report gets the final sign-off, it is to be proof-read before it goes to print and presented to Parliament.
- The service provider will also be required to design and conceptualise a creative PowerPoint presentation that translates key elements of the 2023/2024 Annual Report, maximum 50 slides.
- Supplier must show exceptional project management skills with quick turnaround times and be meticulous in managing content (version control), reporting progress timeously and required to attend status updates meetings as and when required.

## REPORTING REQUIREMENTS

- Kick-off meeting for plenary shall be held with the Project Manager and feedback on progress status shall be provided, as and when necessary.
- The venue for these meetings will be virtual and/or physical at the Tshedimosetso House, 1035 Frances Baard Street (corner Festival Street), HATFIELD (4th Floor). The service provider's Project Manager will be obliged to attend.
- Any patents or copyright developed from this project will belong to the BMA.
- Service provider will be expected to provide all the project management documents in line with the BMA methodology.

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## WORK PLAN AND METHODOLOGY

The successful service provider will be required to present their Project Execution Plan, which must reflect:

- Project plan with intermediate and final outputs and identified timeframes/milestones/resources (the project plan should be detailed and Microsoft project format or equivalent project management tool.
- Proposed Methodology.
- Overview management approach of the project.
- The successful service provider will be required to work with officials within the department to transfer skills.

***The Border Management Authority reserves the right to conduct a security check or clearance on any or all prospective service providers.***

## LOGISTICS REQUIREMENTS

- Travelling and accommodation costs for the service providers and/or staff (if necessary) during the project will be the expense of the service provider.

## CONFIDENTIALITY OF INFORMATION

All information shared during this bidding process and implementation of this project should the service provider be appointed, remains the property of BMA, and should be kept with the highest confidentiality and cannot be used or shared for any other purpose.

## REMUNERATION

- The service provider will be remunerated in South African Rands, on a fixed price (Inclusive of VAT) for the service rendered.
- Payment will be made within 30 days of receipt of the approved invoice according to an agreed payment schedule.
- Payment will be against the key deliverables as set out in section 4 above, provided professional-level quality standards have been met. Disputes as to what constitutes a reasonable standard will be referred to an agreed provider of arbitration services.
- Disbursements must not exceed 10% of the total amount paid to the service provider and will be paid only if original receipts are provided against a list of expenses that are agreed in advance of the costs being incurred.

## **THE BORDER MANAGEMENT AUTHORITY'S MANAGEMENT OF THE SERVICE PROVIDER**

The successful service provider will be reporting to BMA management through the office of the Deputy Commissioner for Corporate Services, Ms Jane Thupana, whilst working under the direct supervision of Chief Officer: Corporate Services, Mr Themba Dubazana.

The service provider will be required to sign a Non-Disclosure Agreement, which agreement will remain in force after the termination of the Service Level Agreement.

The service provider will further be required to sign a confidentiality agreement.

## **RULES OF BIDDING, RFP SUBMISSION REQUIREMENTS AND EVALUATION**

### **RULES OF BIDDING**

The Border Management Authority reserves to itself the right to only appoint and enter into a contractual agreement with one entity or multiple entities for the services required, which entity or entities could be an independent contractor or independent contractors or a company or companies. The appointed entity or entities will be held fully accountable for the delivery against the full terms of the contractual agreement with the BMA.

The Border Management Authority reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, should it deem necessary. Should the contract between the BMA and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee quoted by the service provider for the appropriate phase of the project during which the appointment was terminated.

The person or persons proposed for professional work shall remain on the team unless permission is granted by the Border Management Authority to change the individual or individuals. Such permission will only be granted in exceptional circumstances.

No data derived from the provision of the services under the contract may be used for any purposes except were authorised in writing to do so.

The costs of preparing proposals and negotiating the contract shall be borne by the service provider and such costs are not reimbursable. The Border Management Authority is not bound to accept any of the proposals submitted and reserves the right to negotiate price(s) with the preferred service provider. The service provider may request clarification on these Terms of Reference only during the advertised period. The Border Management Authority will not accept any late submissions.

***All proposals must be submitted through e-submission via e-tender portal before 11h00. Late proposals will not be accepted.***

## THE EVALUATION WILL BE EVALUATED AS FOLLOWS:

### Administrative Compliance

Suppliers must ensure that the following documents are attached, signed, and completed:

- (i) Technical and Price Proposal;
- (ii) SBD 1: Invitation to quote/bid
- (iii) SBD3: Pricing Schedule
- (iv) SBD 4 form: Bidders Disclosure
- (v) SBD 6.1 form: Preference Points claim form in terms of the Preferential Procurement Regulation 2022; (Note to tenderers: the tenderer must indicate how they claim for each preference point system).
- (vi) Prospective bidders are required to attach the proof that they are registered on the central supplier database (CSD), starting with MAAA.... Number and tax status is active and CIPC status is active as well.

## MINIMUM MANDATORY REQUIREMENT.

- **Company Experience**

- Bidders should at least have three (3) years' experience in the production of Annual Reports. **Attach three (3) appointment letters corresponding with three (3) Reference letters / project completion certificates indicating that the project was successfully completed from, stated in the client's company letterhead letter that is signed and stamped, addressed to the bidders company.**

- **Qualifications And Experience Of Team Leader And Team Members**

- The team leader

- The team leader (1) must have at least three (3) years of experience in the production of reports. The team leader must have a bachelor's degree/ national diploma in Communication/ Marketing/ Information Science/ Art/ Economics/ BCom/ Public Administration/ Auditing/ Engineering/ law/ BA Information Design. A master's and or Doctoral degree will be an added advantage. **Attach contactable CV & certified qualifications.**

- Team members

- The team member (1) must have at least three (3) years of experience in the production of reports. Certified copies of certificates must be attached to the proposal. Team members must have bachelor's degree / national diploma in Communication/ Marketing/ Information Science/ Art/ Graphic Design /

Economics/ BCom/ Public Administration/ Auditing/ Engineering/ Law/ BA Information Design. A Masters and or Doctoral degree will be an added advantage. **Attach contactable CV & certified qualifications.**

- Failure to provide the minimum required qualification will result in an automatic disqualification, and the bid will not be evaluated for the following stages.
- Bidders must attach certified copies of qualifications (certified copies must not be older than six (6) months, and a clear date stamp is required). Uncertified qualification certificates will not be accepted.